



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING ANIMAL CONTROL OFFICER

Class No. 005711

■ CLASSIFICATION PURPOSE

To supervise animal control enforcement fieldwork; to supervise animal shelter kennel maintenance and operations work; to assist in the supervision of animal shelter administrative work and act in the absence of the Regional Director; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Supervising Animal Control Officer is a first-line supervisor, and the highest class in the Animal Control Officer class series. Incumbents in this class report to a Regional Director. Supervising Animal Control Officers supervise the daily activities of patrol officers, work in the office and field and provide first-line supervision to kennel operations within an assigned animal shelter. This class also supervises special mandated functions such as the dangerous dog and animal disaster programs.

This class differs from the next lower level, Animal Control Officer, in that the latter patrols a designated area to enforce animal control laws and ordinances, issue citations, and impound animals. This class differs from the next higher class, Regional Director, Animal Services in that the latter is in the unclassified service responsible for directing and managing all animal services (shelter, patrol, medical and administrative activities) in an assigned region. This class differs from other law enforcement classes by the fact that Animal Control classes are non-sworn, and are not peace officers but may exercise the powers of arrest, serve warrants and use firearms to tranquilize animals.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Supervises, schedules, oversees and coordinates the daily activities of field officers and kennel workers within an assigned animal shelter.
2. Provides administrative support to the Regional Director and acts in his/her absence at an assigned shelter, i.e. makes administrative decisions in the absence of the Regional Director.
3. Prepares written reports, memos, and other communications using computerized equipment.
4. Answers the most difficult or technical questions from the public, media and other law enforcement agencies.
5. Authorizes animal releases.
6. Reviews logs, customer requests/comments, phone records, computerized work records to ensure resources are being deployed and utilized appropriately and in the most efficient manner.
7. Makes recommendations to higher-level managers regarding revisions or improvements to work priorities and operations.
8. Supervises special work mandates, such as dangerous dog task force and animal disaster operations.
9. Assigns subordinates to assist the Sheriff, Medical Examiner, peace officers, or federal and other state agencies with animal control activities.
10. Develops strategic plans for animals involved in traffic/highway accidents, or during disasters such as fires, floods and earthquakes;
11. Participates in, directs, or coordinates animal rescue efforts and/or euthanasia work.
12. Conducts administrative hearings and acts as hearing officer and/or testifies in court.
13. Conducts humane investigations concerning complaints and violations of animal regulation laws.

14. Regulates kennel business license and guard dog operations.
15. Authorizes the use of chemical capture equipment and issue citations.
16. Makes speeches; participate in fairs, fund raising events and other related activities.
17. Ensures adherence to safe work practices by periodically inspecting uniforms, equipment, and vehicles.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Animal Services Department and County policies, practices, and procedures.
- County, state, and federal laws, statutes, and ordinances related to animals.
- Legal liabilities and responsibilities of those involved with the enforcement of animal control regulations.
- Methods and techniques of investigation including rules of evidence, laws of arrest, and court procedures.
- Animal euthanasia techniques.
- Physical and behavioral characteristics of common dog, cats and livestock.
- Animal caring, feeding, and handling.
- Computerized record keeping and filing methods.
- Common disease symptoms in domestic animals.
- Supervision and training principles and techniques.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise, train and evaluate subordinates performing animal control patrol and shelter operations work.
- Analyze, schedule and allocate resources to efficiently operate field patrol, kennel, or other assigned area of work.
- Understand and apply information pertaining to laws, policies, and procedures.
- Oversee the implementation of rules and regulations governing rabies abatement and prevention.
- Implement laws, ordinances, regulations and departmental policies governing the impounding, releasing, and destruction of animals.
- Analyze situations and make appropriate decisions.
- Prepare communications, memos, and written reports using computerized equipment.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Four (4) years of experience as an Animal Control Officer with the County of San Diego; OR
2. Five (5) years of experience at the level of an Animal Control Officer in a California public agency or humane society.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computer. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

Must have completed a certified Penal Code 832 course in arrest and firearms.

Firearms Qualification

Must maintain firearms proficiency to use tranquilizer gun.

Uniform Requirement

A uniform is required.

Working Conditions

Works irregular shifts, weekends and holidays. Subject to standby, callback and reassignment to any animal shelter as needed.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: November 21, 1997
Reviewed: Spring 2004